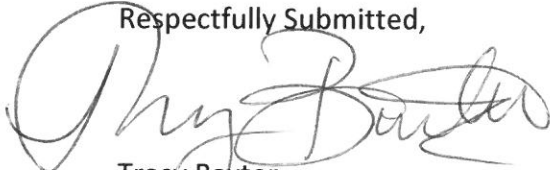


The Children's Garden
Director Report
March 2022

- LeighAnn Courtney and I attended an informational meeting regarding the kindergarten becoming licensed under the Department of Education. We have been in communication with Pastor Sarah about the process and our excited for the opportunity.
- Lil' Angel photography visited during the first week of March. The center profited 635.00.
- On March 7th, we implemented a Department Mentor meeting. We focused on the COVID-19 health and safety plan. We brainstormed and planned an open house on April 22nd to welcome the families back into our school. The suspension date for the center to be reopened is May 16th. We wait in anticipation to see our families in our hallways.
- Popcorn fundraiser took place from March 14-28th. We profited 700.00. Our fundraisers have earned enough money to purchase a "Buddy Bench" of our play space.
- I completed and met with two teachers to review their ninety-day evaluation. During this evaluation, we discussed yearly goals. The teacher and I write an action plan to focus on training and performance standards.
- Crissy Switzer, Carly Hertz and Ilene Foxx attended the New Hope Ministries Job fair on March 14th. We hired one teacher from this event.
- Our staff meeting was held on March 15th and March 17th. I have attached the agenda. Pastor Sarah attended the meeting. The focus of the discussion was Parent Care and preparing for the parents to re-enter the building.
- March 29th and 30th -One on One meetings with the teachers.
- I completed classroom observations on March 21st focusing on classroom environment.

Respectfully Submitted,



Tracy Baxter

The Children's Garden - Financial Update

Current Liabilities for April 2022

<u>Vendor</u>		<u>Balance Due</u>
St. John's		13,222.88
Payroll 4/8/2022		35,000.00
Payroll 4/22/2022		40,000.00
Federal, State, Local Taxes		30,000.00
AFLAC		1,068.00
Credit Card		5,000.00
Food Service		7,000.00
Various Vendors		2,000.00
Health Insurance	paid 3/31/22	11,000.00
Totals		\$144,290.88

Savings Account	03/31/22	661,254.28
Checking Balance	03/31/22	288,635.39

Regular Tuition income estimated for April :	150,000.00
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March was a busy month it flew by so fast. We received the last Stabilization Grant check. The Health insurance line is over due to paying April invoice at the end of March as well as what I explained last month that it is the total invoice that shows in the report. Repairs and maintenance is over due to paying for some repairs and maintenance that was completed in the month of March. This also included ordering new key fobs to get the building ready for reopening to the parents we purchased 150 new fobs. The rising cost of food prices has put a hit on the food and dairy line. This will be looked at and adjusted on the next budget. Supply line is over due to purchase of paper and some needed supplies in the building. This includes craft items, classroom toys and center items. Janitorial supplies is the same as food as prices are rising due to the demand. Staff line is over due to the daily incentives for staff morale this has been a great way to show our appreciation for the staff. Administration is over due to the purchase of Covid - 19 test kits. The center is doing well and we are very excited to begin opening the building for parents mid May. Please pray that the transition will go smoothly.

Respectfully Submitted
Crissy Switzer

The Children's Garden

Profit and Loss Budget vs. Actual

March 2022

	Mar '22	Budget	\$ Over Budget
Income			
4000-00 — Regular			
4000-01 — Regular Tuition	177,387.90	153,116.00	24,271.90
4000-02 — Regular Registration	275.00	90.00	185.00
4000-03 — Regular Activity Fees	0.00	0.00	0.00
4000-00 — Regular - Other	0.00	0.00	0.00
Total 4000-00 — Regular	177,662.90	153,206.00	24,456.90
4005-00 — Summer			
4005-01 — Summer Tuition	0.00	0.00	0.00
4005-02 — Summer Registration	0.00	500.00	-500.00
4005-03 — Summer Activity Fees	0.00	0.00	0.00
Total 4005-00 — Summer	0.00	500.00	-500.00
4010-00 — Keystone Stars Grant	0.00	0.00	0.00
4015-00 — Field Trip Income	0.00	0.00	0.00
4020-00 — Fund Raiser Income			
4020-02 — Scrip Center	0.00	0.00	0.00
4020-03 — Freckled Moose	0.00	0.00	0.00
4020-04 — Art Show	0.00	0.00	0.00
4020-08 — Claires Gourmet	0.00	0.00	0.00
4020-09 — Box Tops	0.00	0.00	0.00
4020-10 — Giant A+ Rewards	0.00	0.00	0.00
4020-11 — Lil Angels Commission	0.00	0.00	0.00
4020-12 — Bonus Books	0.00	0.00	0.00
4020-00 — Fund Raiser Income - Other	2,342.00	0.00	2,342.00
Total 4020-00 — Fund Raiser Income	2,342.00	0.00	2,342.00
4025-00 — Return Check Fees	0.00	30.00	-30.00
4999-00 — Uncategorized Income	95,976.15	200.00	95,776.15
Total Income	275,981.05	153,936.00	122,045.05
Expense			
5000-00 — Wages Expense	88,953.43	90,000.00	-1,046.57
5005-00 — Employer Payroll Tax Expense	29,366.11	30,000.00	-633.89
5010-00 — Employee Benefits			
5010-01 — Health Insurance-Company Pa...	24,209.10	7,450.00	16,759.10
5010-02 — Optical Insurance-Company P...	283.93	160.00	123.93
5010-03 — Dental Insurance-Company Pa...	84.25	0.00	84.25
5010-04 — AFLAC Insurances-Employee ...	-76.14	0.00	-76.14
5010-05 — Thrivent Retirement Expense	820.00	0.00	820.00
5010-00 — Employee Benefits - Other	0.00	0.00	0.00
Total 5010-00 — Employee Benefits	25,321.14	7,610.00	17,711.14

The Children's Garden
Profit and Loss Budget vs. Actual
March 2022

	Mar '22	Budget	\$ Over Budget
5015-00 — Professional Fees			
5015-01 — Payroll Processing Fees	277.92	300.00	-22.08
5015-02 — Legal Fees	0.00	250.00	-250.00
5015-00 — Professional Fees - Other	0.00	0.00	0.00
Total 5015-00 — Professional Fees	277.92	550.00	-272.08
5020-00 — Keystone Stars Expenses	0.00	0.00	0.00
5025-00 — Utilities Expense			
5025-01 — Phone Expense	0.00	0.00	0.00
5025-02 — St. John's Utilities Expense	13,215.88	13,195.00	20.88
5025-00 — Utilities Expense - Other	0.00	0.00	0.00
Total 5025-00 — Utilities Expense	13,215.88	13,195.00	20.88
5030-00 — Property Expenses			
5030-01 — Storage Rental Expense	239.00	220.00	19.00
5030-02 — Durable Goods Expense	0.00	1,000.00	-1,000.00
5030-03 — Repairs & Maintenance Expen...	2,198.00	1,000.00	1,198.00
5030-04 — Other Property Expenses	0.00	0.00	0.00
Total 5030-00 — Property Expenses	2,437.00	2,220.00	217.00
5035 — Food & Dairy Expense	9,568.99	7,000.00	2,568.99
5040-00 — Supplies Expense			
5040-02 — Batteries Expense	0.00	50.00	-50.00
5040-03 — Regular Supplies Expense	872.37	665.00	207.37
5040-04 — Summer Supplies Expense	0.00	0.00	0.00
5040-05 — Teacher Directed Supplies Exp	0.00	500.00	-500.00
5040-06 — Toys Expense	0.00	100.00	-100.00
5040-00 — Supplies Expense - Other	2,319.25	0.00	2,319.25
Total 5040-00 — Supplies Expense	3,191.62	1,315.00	1,876.62
5045-00 — Janitorial Supplies Expense	3,628.34	2,300.00	1,328.34
5050-00 — Field Trips Expense	1,533.28	0.00	1,533.28
5051-00 — Summer Expenses-School Agers	0.00	0.00	0.00
5055-00 — Staff Expenses			
5055-01 — DPW Clearances	0.00	0.00	0.00
5055-02 — Staff Appreciation Expenses	594.90	200.00	394.90
5055-03 — Staff Training Expenses	475.27	600.00	-124.73
5055-00 — Staff Expenses - Other	0.00	0.00	0.00
Total 5055-00 — Staff Expenses	1,070.17	800.00	270.17
5060-00 — Administration Expense			
5060-01 — Copier Expense	233.59	300.00	-66.41
5060-02 — Miscellaneous Expense	0.00	500.00	-500.00
5060-03 — Advertising Expense	0.00	100.00	-100.00

The Children's Garden
Profit and Loss Budget vs. Actual
March 2022

	Mar '22	Budget	\$ Over Budget
5060-04 — Computer Supplies Expense	528.94	300.00	228.94
5060-06 — Office Supplies Expense	0.00	250.00	-250.00
5060-07 — Postage Expense	4.33	100.00	-95.67
5060-08 — NSF fees	0.00	0.00	0.00
5060-00 — Administration Expense - Other	504.00	0.00	504.00
Total 5060-00 — Administration Expense	1,270.86	1,550.00	-279.14
5065-00 — Special Occasion Expenses			
5065-01 — 100th Day Celebration Expens...	0.00	0.00	0.00
5065-02 — Art Show Expenses	0.00	0.00	0.00
5065-03 — Parent Celebration Expenses	0.00	0.00	0.00
5065-04 — Kindergarten Graduation Exp...	0.00	0.00	0.00
5065-05 — Vacation Bible School Expens...	0.00	0.00	0.00
5065-06 — Halloween Expenses	0.00	0.00	0.00
5065-07 — Christmas Expenses	0.00	0.00	0.00
5065-00 — Special Occasion Expenses - ...	0.00	0.00	0.00
Total 5065-00 — Special Occasion Expens...	0.00	0.00	0.00
5070-00 — Fund Raiser Expense			
5070-02 — Scrip Center Expense	0.00	0.00	0.00
5070-03 — Freckled Moose Expense	0.00	0.00	0.00
5070-04 — Art Show	0.00	0.00	0.00
5070-07 — Little Ceasars Expense	0.00	0.00	0.00
5070-08 — Claires Gourmet	0.00	0.00	0.00
5070-12 — Bonus Books Expense	0.00	0.00	0.00
5070-00 — Fund Raiser Expense - Other	0.00	0.00	0.00
Total 5070-00 — Fund Raiser Expense	0.00	0.00	0.00
Total Expense	179,834.74	156,540.00	23,294.74
Net Income	96,146.31	-2,604.00	98,750.31

The Children's Garden
of St. John's Lutheran Church
44 West Main Street
Shiremanstown, PA 17011
717-731-1095
E-Mail: info@tcgpa.org

Website: tcgpa.org

"In a garden you can hear God laughing."

THE GARDEN GATE

MARCH

2022



Ash Wednesday

**ASH WEDNESDAY SERVICE 7:00 P.M.: MARCH 2ND @
ST. JOHN'S LUTHERAN CHURCH**

Mission Statements:

Grow in Faith, Share God's Love, Serve Others
To give every child the love, support, guidance,
and knowledge in a Christian environment that
they will need to become successful individuals.

We are stepping out of February and marching in March. February was a fun month here at The Children's Garden. Our Kindness Week was a huge success. See pictures at the end. Our Kindness Trees were full of thoughtful messages for our staff. (Thank you for recognizing our staff!) The sweet smell of flowers permeated throughout the building on Monday. We collected over 150 personal care items for the homeless on Tuesday. The Children's Hospital will receive the new stuffed animals for the children in their care. The Veterans received their personalized coloring sheets on Thursday. And last but not least, we collected over \$200 for our Buddy Bench. The week was fun and Kindness was shown daily in our building.

Now, as we March into March, we have lots activities to participate in. First of all, beginning March 1-4, it's Spring picture time. Dress those kiddos up and Ms. Gil from Lil' Angels will take their pictures. These pictures make great Easter gifts. Please see flyers for your child's classroom picture day. Next during the week of March 14-18, we will celebrate "Read Across America". Each day we will honor a different children's author and have activities planned around that author. We believe reading is one of the most important aspects of a child's learning. Please take time to read to your child at home. They can travel the world in a book. We do have a fundraiser in March. Yummy, Yummy Popcorn! This fundraiser begins March 14th. And of course, St. Patrick's Day will be fun on March 17th.

SUMMER PROGRAM!!

Thank you for returning your summer program survey. We will be sending out Summer Paperwork in the next couple of weeks for you to complete and return.

CHURCH NEWS

church@stjohns1787.org

Lead Pastor: Rev. Sarah Keilholtz

Associate Pastor: Rev. Elizabeth Eckman

WORSHIP OPPORTUNITIES

Saturday—6:00 p.m.

Sunday—8:00 a.m./10:45 a.m.

Wednesday—Word of Life

Dinner—5:00 p.m.

Children's Music—6:15 p.m.

9th Grade Confirmation Class—6:15 p.m.

Conversation/Fellowship—6:15 p.m.

Choir/Bells—7:00 p.m.

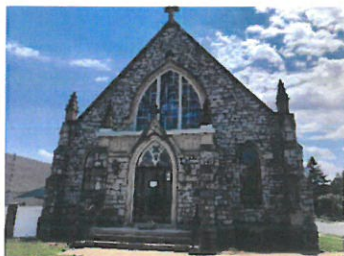
JESUS CALLING

A JEWEL IN MY CROWN

"The Lord makes me very happy. All that I am rejoices in my God.
The Lord has covered me with clothes of salvation. He has
covered me with a coat of goodness. I am like a bridegroom
dressed for his wedding. I am like a bride dressed in jewels.

Isaiah 61:10

Stop comparing yourself to other people. When you compare yourself to others, you end up either feeling that you are better than they are, or feeling bad about yourself. Neither of those things is what I want for you. I created each of My children with unique talents. And I have given each of you your own road to follow. So it is useless to compare yourself to someone else-- that person has a completely different path to follow. When you want to feel good about yourself, remember how much I love you. Remember that I made you just the way I want you to be. And remember that I died so you could have My salvation. You are a jewel in MY crown.



**“May your clover have leaves of four..
And may your LUCK be forevermore.” unknown**

DATES TO REMEMBER

March 1-4—Lil’ Angels Pictures

March 2nd—Ash Wednesday

March 13—Daylight Savings Time Begins

Set clocks ahead 1 hour

March 14-18—Read Across America Week

March 14—Popcorn Fundraiser Begins

March 17—St. Patrick’s Day

March 20—First Day of Spring

March 28—Popcorn Orders & Money Due



DID YOU KNOW?

March 1st is Mardi Gras Day

March 1st is “Peanut Butter Lovers” Day

March 2nd is “Old Stuff Day”

March 3rd is “If Pets Had Thumbs” Day

March 7th is “Cereal” Day

March 9th is “Meatball” Day

March 10th is “National Pack Your Lunch” Day

March 12th is “Plant a Flower” Day

March 14th is “National PI” Day (3.14)

March 22nd is “National Goof Off” Day

March 23rd is “National Puppy” Day

March 25th is “National Waffle” Day

March 30th is “Take a Walk in the Park” Day

*Happy
Birthday*



GRIFFEN 3/28 LUKE 3/20

ANTONIOS 3/31 ROBERT 3/10

MILA 3/23 ELLIOTT 3/17

NOAH 3/7 CHARLOTTE 3/10

JAYDEN 3/15 JAYDEN 3/14 JAYLAH 3/14

10 Ideas: Enjoy Spring With Your Kids

Winter is a time when children are often trapped indoors with the monotonous weather. Then, one day, the sun brings heat instead of just light. Flowers begin to appear and trees begin to bud. With months of pent up energy, children everywhere declare their “winter” emancipation. They liberate themselves in celebration of warm weather freedom.

How can parents capitalize on this “mountainous” release of energy? Here are 10 ways to enjoy spring with your child.

1. Create a “letter” garden. Plant flowers in the shape of your child’s first initial. This teaches creativity, letter recognition, duty and responsibility, and thankfulness for God’s supplies.
2. Reading up, then acting out. Each night, read a portion of a story from the Bible. David & Goliath, Samson & Deliah, etc. The family can bring the story to life by acting it out. A great way to play together.
3. Lending a Helping Hand. Spring is a time when you can get outside to clean up a winter-worn yard. As a family, go out and pick up those fallen branches, rake up the left over leaves, then consider doing a neighbor’s yard (maybe an elderly family or a family who is overwhelmed).
4. Keeping your head in the clouds. Have your whole family lay on a blanket. Stare at the clouds and tell everyone to say what they see in the sky. Imaginations run wild!!
5. Hunting for signs. Take a nature walk and look for signs of spring. Notice the budding trees, the baby bunnies, and the nesting birds. Take a camera or a sketchbook to capture what you see.
6. Donating from your “spring cleaning day”. Time to clean out and donate. Rarely-played-with toys, outgrown clothes/shoes, books, other not needed items can be donated to your local Goodwill or take to local consignment shop and get a little extra spending money.
7. Taking “tweety hike”. Go on a nature hike. Pay attention to the birds, the sounds they make, and where they live. Do this very often and have your child try to identify the birds they have already heard or seen.
8. Camping Close by-really close by. Pitch a tent in the backyard. Toss a frisbee, tell some stories, and enjoy some s’mores.
9. Orating Outside. Choose a book of nature poetry. Read it on a walk or on a deck or porch. Then have the children write a poem of their own.
10. Proper priorities. No matter what, challenge yourself as a parent to stop running, stop chauffeuring, and stop going, going, going. Slow down and smell the roses. Slow down and watch a bunny play. SLOW DOWN!

READ ACROSS AMERICA week!

MARCH 14-18

What is Read Across America Day? Launched in 1998 by the NEA, Read Across America Day was created as **a way to encourage children to read**. It later developed into a year-round program, with special celebrations in March.

We have selected 5 children's authors to help us celebrate this week!

Monday-March 14th-Anna Dewdney

Llama Llama Loves to Read, Llama Llama Red Pajama,
Llama Llama Misses Mama, Llama Llama Time to Share
Llama Llama and the Bully Goat

Children bring their favorite book to read and wear their pajamas

Tuesday-March 15th-Jan Brett

The Hat, The Mitten, The Snowy Nap, The Easter Egg, Hedgie Loves to Read
Children wear their favorite hat.

Wednesday-March 16th-Eric Carle

The Very Hungry Caterpillar, The Grouch Ladybug, A House for Hermit Crab,
Brown Bear, Brown Bear, What Do You See? The Very Busy Spider
Child brings a stuffed animal from one of the books to enjoy throughout the day.

Thursday-March 17th-Lois Ehlert

Planting a Rainbow, Eating the Alphabet,
Fruits and Vegetables From A to Z, Color Zoo, Fish Eyes
Infant & Young Toddlers Wear Red
Transitional Toddlers & Older Toddlers Wear Orange
PSI, PS2, PS3 Wear Yellow
PK1 & PK2 Wear Green
PK3 Wear Blue

Kindergarten Wear Purple

All the colors of the rainbow!

Friday-March 18th-Maurice Sendak

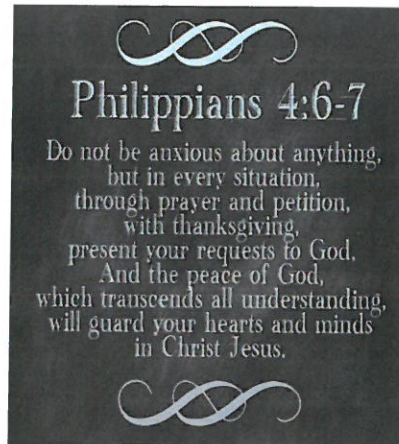
Where the Wild Things Are, Nutshell Library, Alligators All Around,
One Was Johnny A Counting Book
Children dress as wild as they want to!!

This should be a fun week for everyone!!!

READ, READ, READ!!



Staff Meeting/Team Leaders
Devotion-Tracy Baxter
Punctual Attendance
Perfect Attendance
March 15, 2022



Core Values- Faith and Family, Gratitude, Personal responsibility, Are you coachable and Courage.

Six contents to connect with personal growth and reflection- Teachers, Children, Parents, Standards, Classroom Management and Self Care- Discussion about one on one meetings and personal goals.-pass out teacher evaluations- Teachers complete evaluations as teacher arrive to meeting,

I. STARS/CQI goals

- Please continue to work on your PD goals. I have touched base during one on one meetings about the individual professional development needs of each of you. Please be proactive in meeting your goals. If you have any questions please ask.
- STAR binders are due Wednesday, March 16th and March 17th.

II. Topics

- Department Mentor PS job position available- Handout job description. **Review job description with entire staff.** All interviews will be conducted April 30th (Saturday). All applicants will be provided with a time for an interview. I look forward to the opportunity
- Updated COVID plan-March 2022
- Wrap around information- Sign off for staff. Information will be in the office to view.
- Self Care Group- Doctor Hodge health screening March 24th and 25th.
- Behavior report- explanation of the report to staff. Reports must be copied and placed in the child's portfolio and one copy in the office to be filed in their DHS folder.
- Please pay attention to the Google drive documents. I have been organizing the documents so teachers can access them. This is a work in progress. We will continue to make small steps to set our standards together for our program.
- Reopening the building
 - March 13-18-Check parent and teachers key fobs- This will occur during pick up time.

- April 22, 2022- 3:30-5:30-Open House for parents-Parents will be visiting classrooms to prepare for the building opening in May.-Description of event.
- Suspension Date of opening the building May 16, 2022.

- March 24th and 25th-Doctor Hodge health screenings
- Toddler department teacher flop- May 23-June 3-explanation
- Transition week- June 6-10
- May 13th- first draft summer packet due by 9:30 am-please send to mwarren@tcgpa.org
- May 20th-Final draft summer packet due by 9:30 am- please sent to mwarren@tcgpa.org
- May 27th- Packets handed out to parents and posted on our website.
- Parent Care discussion- Brainstorm focal points to prepare for the reopening of the building- Questions-1.) What does it mean to have a relationship with a parent?
- 2.) Why does it add value to you and make you a better person?
- 3.) How does it affect the child when we have a relationship with their parents?
- 4.) Why should we care and try to connect with parents even when they come across as distant and not caring?
- 5.) What are some of the fears that parents have if they make connections with the teachers?
- Review updated security plan in April. Please be prepared to be flexible